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How to Register for the Conference

Starting Registration

- Log into your MI-TRAIN account at https://mi.train.org

If you are using Internet Explorer 8, make sure the compatibility view is turned on. If you receive an error message during the payment portion, you may need to add the following link to your compatibility view settings: http://miPPCReg.state.mi.us/Welcomepage.aspx.

- To locate the conference registration, type **1054247** or **2015 Michigan Statewide Interoperable Communications Training Conference** in the search box and click **Enter.**

    − In the search box, type "**1054247**" or "**2015 Michigan Statewide Interoperable Communications Training Conference**" and then click enter.

- To get more information, click on the **conference title**:

    − The Conference Details tab includes event information.

    − The Travel and Lodging tab has information on local hotels and rates.

    − The Registration tab includes conference and workshop details.

    − The Contacts tab provides email and phone contacts.

Registering for the Conference

- Under the **Registration tab**, select the **Register for Conference** button at the top left of the page. This automatically adds all days of the conference.

- Click the **Next** button at the bottom of the page. The page that opens will not require additional information from you. Click **Next** at the bottom of the page.

- Verify your information and make changes, if necessary. The name and information you provide here will appear on your name badge and itinerary. Select the **Next** button.

- This page lists all conference sessions that were automatically selected. If everything is correct, click the **Complete Registration** button at the bottom of the page. To make changes, click the **Scheduling** link at the top left of the page.

- When asked to enter a special code, enter the code provided to you. If you do not have a code, leave the box blank and click **Continue**.

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Special Questions

- You will be asked additional questions based on the code you entered. Please answer all questions as completely as possible.

Dietary Needs

- Use the box provided to describe any dietary needs you may have.

Payment Information

(Note: When using a special registration code, you may not see all the following steps when registering.)

- When asked who is responsible for payment, choose **Employer** or **Self** and click **Continue**.

- If you selected **Employer,** enter your employer's information and click **Continue**.

- If you selected **Self,** choose **Credit Card, Journal Voucher** or **Invoice** options and click **Continue**. Verify your information and click **Continue**.

Finalizing Information

- You will see a summary of your information and charges. If everything is correct, check the box to agree to the terms and conditions and click **Continue**. You will receive a confirmation indicating you completed the payment process. **You are now registered for the conference.**

- You may close the window or click **Return to MI-TRAIN**.

- Your email confirmation should arrive within one business day. Please be sure you have agreed to receive emails from MI-TRAIN under the My Account settings.

- If you requested an invoice, you will receive it after registration has closed.

- A block of rooms has been reserved at the Great Wolf Lodge, 231-941-3600. To receive the conference rate, reference group code **1502INTEROP**.

If you have questions with registration, please email emhsd-conference@michigan.gov.